

**EXTRACT OF THE MINUTES OF THE 90<sup>th</sup> COUNCIL MEETING OF  
THE SEDIBENG DISTRICT MUNICIPALITY HELD ON 08<sup>TH</sup> JUNE 2016**

*At its meeting held on the abovementioned date, Council resolved as follows:*

**A1532 DRAFT AND REVIEWED COUNCIL POLICIES: 2015/2016**



(2/P)

**Office of the Municipal Manager**

**RESOLVED**

1. THAT the following policies be amended as reflected hereunder:

1.1 PERFORMANCE MANAGEMENT SYSTEM (PMS): (COUNCIL 32-2007-04-04: ITEM A768)

The following section must be added on the policy:

Performance Bonuses (Section 57 Employees)

- Performance bonuses shall be paid to Section 57 employees contracted to the municipality; and shall be calculated as a percentage of the employee's basic salary.
- Only Section 57 employees shall be paid performance bonuses. All other employees shall be rewarded in various forms for excellent performance.

1.2 FLEET MANAGEMENT POLICY: (COUNCIL 51 – 2010-12-01: ITEM A996)

**The following clauses must be added on the policy:**

7.1.3 All Municipal Drivers are required to submit their ID and Driver's License copies and full residential address and contact numbers to Fleet Department for record purposes.

7.5.5 All vehicles auxiliary/spare keys shall be kept at Fleet Management offices.

7.5.6 Any loss of main keys as a result of negligence will be recovered from the driver.

7.11.5 Vehicles may be sold either by a way of Trade-ins, a competitive bidding process, auction or market related prices whichever is the most advantageous to Sedibeng District Municipality (SDM) in line with the Fleet Asset Disposal Policy.

7.11.6 Acquire new vehicles through participation on Contract 57-2012 or Supply Chain Management Legislation 32 of Local Government:

7.11.7 Acquire new vehicle through leasing for the period of three (3) years contract, either through full maintenance lease or finance lease.

1.3 **PETITIONS MANAGEMENT POLICY:** (SDM SPEC. 18 – 2007-05-30)

**The following clause must be added on the policy:**

“The Petition Management Committee must be chaired by a Councillor with non-executive powers and allow the Speaker of Council to deal with appeals.”

2. THAT the Finance Policies mentioned hereunder and contained in the CD, be hereby approved:

**FINANCE POLICIES**

1. Cash Handling Policy
2. Management of Foreign Exchange Policy
3. Cash Management & Investment Policy
4. Revenue Management Policy
5. Debt Management Policy
6. Sundry Tariff Policy
7. Loans Policy
8. Fixed Asset Management Policy
9. Capital Projects and Infrastructure Development Proposed
10. Strategic Budget Policy
11. Long Term Financial Plan Policy
12. Budget Oversight Policy
13. Virement Policy
14. Unforeseen and Unavoidable Expenses
15. Supply chain Management Policy & Procedures
16. Unauthorised, Irregular Fruitless & Wasteful Expenditure Policy
17. Accounts payable Policy
18. Payroll Management Policy
19. Subsistence and Travel Policy
20. Funding & Reserves Policy
21. Journal Entry Policy
22. Vaal Teknorama Policy
23. Acting Allowance Policy
24. Donation Policy

3. THAT the following new policies be hereby approved by Council:

- a) IT Security Policy; and
- b) IT Information Technology Usage Policy.

\* \* \* \* \*

It is hereby certified that this is a true extract  
from the minutes of a meeting of the Sedibeng  
District Municipality.

Council held on 8th JUNE 2016  
Signed by: \_\_\_\_\_  
Designation ACTING DIRECTOR  
Legal And Support Service